

## **BEML LIMITED**

(A Government of India Mini Ratna Company under Ministry of Defence)  
"BEML SOUDHA " 23/1, 4<sup>th</sup> Main, S.R. Nagar, Bangalore 560027  
Phone: 080 22963245

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**TENDER No:6300038853**

**Date: 28/05/2024**

### **TENDER DOCUMENTS**

**Request for Quotation from only Bangalore based firms for  
Designing, Printing & Supply of BLAL Annual Reports, Brochures & Letter  
Head**

<b>Last date for submission of the bid is 18/06/2024 before 14:00hrs</b>
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For BEML Limited,

Manager  
Corporate Materials

**BEML Limited,  
Corporate Office,  
BEML Soudha, 23/1, 4<sup>th</sup> Main, SR Nagar,  
Bangalore – 560027**

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### 1. Introduction

#### General Information

BEML LTD is a leading public sector undertaking under the Ministry of Defense for manufacturing a wide range of mining, earthmoving, railways and defense truck & equipment.

BEML LTD has manufacturing divisions in Bangalore, Mysore, KGF and Palakkad with Head Quarters at Bangalore.

### 2. Bid Submission Process

You are required to submit bid in three parts viz. **Pre-Qualification bid, Technical bid and Commercial bid**. BEML may at its sole discretion amend the bidding documents at any time prior to the deadline for submission of bids. However, in case of such amendment, the bid submission date may be extended at the discretion of BEML. Amendments made prior to submission of bid will be provided in the form of corrigendum to the bidding documents and will be posted on the BEML website ([http://www.bemlindia.in/tender\\_hq.php](http://www.bemlindia.in/tender_hq.php)).

BEML LIMITED invites tender from Manufacturers per following details:

<b>Description</b>	Request for Quotation from Bangalore based firms for Designing, Printing & Supply of BLAL Annual Reports, Brochures & Letter Head
<b>Delivery</b>	FOR Beml Ltd., Beml Soudha, Bangalore - 27
<b>Validity of Price</b>	The quoted price should be firm for a period of 60 days from the closing date of the tender.

**Note:** To participate in this e-tender you should have Valid Class 3 digital signature.

Vendors willing to participate in the tender may contact through e-mail: [admin.srm@beml.co.in](mailto:admin.srm@beml.co.in) to obtain the user name & password for submitting the bids.

In case of any queries relating to bid submission, you may send the same by e-mail to [admin.srm@beml.co.in](mailto:admin.srm@beml.co.in) or you may contact BEML SRM Team on phone no. 080-22963269/141.

**The last date for submission of the bid is on or before 18/06/2024 @ 14.00hrs.**

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This Tender consisting of three parts:

<b>Part - A</b>	Pre-Qualification Bid i.e. Submission of EMD (Earnest Money Deposit) through Manual mode or Online payment
<b>Part - B</b>	Technical Bid i.e. Submission of Technical Bid through e-mode on BEML SRM system
<b>Part - C</b>	Commercial Bid i.e. Submission of Price Bid through e-mode on BEML SRM system

### **Part A – Pre-Qualification Bid i.e. Submission of EMD (online / manual mode)**

#### **1. Earnest Money Deposit (EMD):**

EMD amount of Rs 6,800/- can be paid online or can be submitted in the form of Demand Draft / Banker's Cheque/ Online payment.

**Online Payment of EMD amount can be made as mentioned below:**

- Open the following link:  
<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=9359>
- Read the terms & conditions, tick the acceptance box and click on Proceed.
- In 'Select State' dropdown, select All India and click on the Go button.
- In 'Select Payment Category', select EMD/ Tender Fee.
- Enter details of payment, details of Bank Account for refund and click on Submit to make the online payment of the required EMD amount of Rs 6800/-.

Please ensure that online payment of EMD amount is made well ahead of the EMD Submission Date & Time mentioned in the Tender.

#### **Payment of EMD amount through DD / Banker's Cheque:**

- EMD in the form of Account Payee Demand Draft (DD) / Banker's Cheque for **Rs.6,800/-** (Rupees Six Thousand Eight Hundred only) drawn in favor of BEML Ltd, Bangalore payable at Bangalore.
- The above said Demand Draft DD / Banker's Cheques/ EMD Exemption Certificate/ Online payment shall be submitted in **Sealed envelope** duly super scribing the **Bid Invitation No. 6300038853 dated 28/05/2024, Closing date 18/06/2024 Time 14:00 Hrs.** at the top of the envelope. The words **"PRE-QUALIFICATION BID"** shall also to be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left-hand bottom corner of the envelope.

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Please attach the details duly filled-up for refund of EMD amount in the following format along with the DD / Banker's Cheque for EMD:

BANK NAME	
BRANCH NAME	
CITY	
IFSC CODE	
ACCOUNT NO	
BENEFICIARY NAME	

The above sealed envelope has to reach the address as mentioned below on or before the closing date & time of the tender.

Manager (Corporate Materials)  
**BEML LIMITED.**, Room No.1  
BEML SOUDHA, 23/1, 4<sup>th</sup> Main,  
S.R. Nagar, Bangalore – 560 027  
KARNATAKA, India

**Alternatively, it can also be dropped in the Tender Box which is kept in Room No.1, Ground Floor, BEML Soudha, SR Nagar, Bangalore.**

- c) Bidders exempted from Earnest Money Deposit (EMD) shall submit exemption certificate from competent authority.

**Note:** Bidder shall ensure that their EMD (DD)/EMD Exemption Certificate/ Online payment receipt is dispatched well in advance so that it reaches this office before the time and date stipulated. Requests will NOT be entertained for late receipts.

### General Instructions with regard to EMD:

- Quotation submitted online without submission of EMD/EMD Exemption Certificate/ Online payment in-time will not be considered.
- EMD submitted in any other form will not be accepted and the offer is liable to be rejected.
- EMD lesser than Rs. 6,800/- will not be accepted and the quotation is liable to be rejected.
- EMD of technical disqualified bidder's will be returned. EMD of successful bidder will be released after supply and installation.
- EMD does not carry any interest on return.

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- f) EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
- g) EMD in the form of online payment is to be made before the bid closing date and time. EMD in the form of DD / Banker's Cheque / NSIC certificate, / MSME Certificate/ Online payment (firms claiming EMD exemption) etc to be submitted through courier/post in a sealed cover, super scribing the bid number and closing date, address etc. before the bid closing date. Failure to do so will result in rejection of the bid.
- h) Tender shall be opened **on closing date i.e. 18/06/2024 @ 15:00hrs**
- i) No responsibility will be taken for postal or non-delivery/non-receipt of EMD/firms claiming EMD exemption.

### **PART B – Submission of Technical Bid (Through e-mode on BEML SRM System)**

Please upload the following documents in the Collaboration Folder in the system as part of Technical Bid.

The following documents signed with company seal are to be scanned and uploaded in the collaboration folder:

1. General Data in respect of your company as per Annexure 'A'
2. Undertaking as per Annexure 'B'
3. Undertaking as per Annexure 'C'
4. Special Conditions as per Annexure 'D'
5. Specification as per Annexure 'E'
6. Annual Turn Over of the Company: - Average Annual financial turnover for the last 3 years, ending 31st March of the previous financial year i.e. 2021-22, 2022-23 & 2023-24 should be at least Rs. 5 Lakhs.

Note:

1) Copies of the Audited balance sheet (indicating turnover) for the last 3 years shall be scanned & uploaded in collaboration folder.

2) If the audited balance sheet for the FY 2023-24 is under audit, then provisional balance sheet to be provided otherwise the average annual turnover during the previous three years shall be considered for evaluation i.e., 2021-22, 2022-23 & 2023-24.

Experience for having done similar printing job/work done, supporting document like purchase order, letter of intent etc., to be enclosed.

Proof for having printing facilities in Bangalore. Necessary document to be scanned & uploaded in the collaboration folder.

Note: Ensure all the technical details as mentioned above are scanned and uploaded in the C folder if not uploaded your bid will not be considered and will be rejected.

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### Note:

1. Technical bid will be opened first subject to receipt of original DD/Exemption Certificate/ Online payment for EMD.
2. The vendors must ensure that the documentary proofs to substantiate clauses above are given, without which the bid is liable to be rejected.
3. Please ensure that no price details are mentioned in the technical bid (attachments to the C Folder). Offers with price details in technical bid (under part B) will not be considered and their offer will be rejected.

### **PART C – Submission of Price Bid (Through e-mode on BEML SRM system)**

**Commercial Bid:** Price bid to be submitted as per the format by clicking on **Item Data** tab in SRM.

Please enter the prices in item data in the system against each item. Applicable GST details or any other commercial details may be entered under bidder's remarks against each item.

Bidder has to quote basic price and applicable GST in the item data column. Applicable GST can be selected from the dropdown box. In case any applicable taxes are not available in the dropdown box, the same may be clearly mentioned along with the % in the #Bidders remarks#.

The Commercial bids of only technically qualified bidders approved by BEML Limited shall be opened subsequently.

### **2. Terms and Conditions**

1. The quotation should be complete in all respects and free from ambiguity.
2. Price should be quoted in Indian Rupees only
3. FAX/Email quotations are not accepted.
4. Transit Insurance, P & F Charges, Handling Charges etc., to vendors account.
5. **Delivery Terms:** FOR BEML Ltd., Beml Soudha, S.R Nagar, B,lore - 27 strictly as per our delivery schedule.
6. **Delivery lead time:**
  - (i) Soft copy of Annual Report (English version) –Soft copies of Annual Report are required. The delivery is to be done within 1 day from giving final approval by the Company.
  - (ii) Hard copies of Annual Report (English version) – To be dispatched within 7 days from giving final approval by the Company.

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(iii) Soft copy of Annual Report (Hindi version) - within 7 day from giving final approval by the Company.

(iv) Delivery for Brochure & Letter Head to be delivered within 15 days from the date of approval of final proof.

Delay in supplies will be subject to penalty clause as stipulated in the purchase order.

Machine printed proofs for both cover and inside pages shall be got duly approved from us before taking up the final printing. Printing should be of good quality. In case of Defective copies, the same will be replaced with the new copies.

6. **Payment Terms:** 100% after receipt & acceptance – 60 days
  7. **Validity of Offer:** The quoted price should be firm for a period of 60 days from the closing date of the tender.
  8. **Liquidated Damages (LD):** If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Purchase Order.
  9. **Risk Purchase Clause:** In the event of Non-performance of the order, BEML reserves the right to avail the services from alternate source at the bidder risk and cost apart from recovery of EMD.
  10. **Jurisdiction:** No legal proceeding to enforce any claim and no suit arising out of this contract shall be instituted except in a court of competent jurisdiction located in Bangalore, Karnataka.
  11. **Non-performance clause:** In case of non-performance of the order, if placed on you, BEML will have an option of alternate procurement action at your risk & cost apart from forfeit EMD.
  12. **Packing Clause:** Goods are to be packed in conformity with standards prescribed by BEML
  13. **Right of Buyer:** BEML reserves the right to partially or totally accept or reject any/all bids placed in the Tender Notice without assigning any reason whatsoever.
  14. **Termination:** In the event of any breach by the bidders of any condition herein or in the General Terms and Conditions of Purchase of BEML or in the event of any misconduct on the part of the bidders or on the part of his employees, BEML shall be entitled to terminate this agreement forthwith without giving any notice.
  15. BEML Ltd need not necessarily accepted the lowest offer.
  16. Offers not confirming to the above terms are liable to be ignored.
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### **Kindly Note:**

- a) If GST is not mentioned separately in the item data/bidders' remarks, it will be considered as the price quoted is inclusive of GST.
- b) If validity of the offer is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.
- c) If payment terms are not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry
- d) If minimum delivery schedule is not mentioned in the quote, it will be considered as per terms and conditions of the tender notice.

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**TENDER No: 6300038853**

**Date: 28/05/2024**

### Annexure – 'A'

General Data in respect of your Company (i.e company profile).

Sl. No.	Description	To be Filled and/ or documents to be uploaded
1	Name of Bidder	
2	Company Address  Telephone no: Contact Person Mobile No. e-mail ID.	
3	Bank account numbers with Banker's Name, Address & Contact Number:	Bank Name: -  Address: -  Bank account number: -  IFSC code:
4	PAN Number	
5	GST Number	
6	Description of Business & Business background	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

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**Date: 28/05/2024**

**Annexure-‘B’**

### **UNDERTAKING**

This is to certify that \_\_\_\_\_ (Name of the Firm) has not been banned / black listed / debarred from Trade by any Central /State Govt. Dept. / Autonomous Institution / PSUs in India.

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

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**TENDER No: 6300038853**

**Date: 28/05/2024**

**Annexure-‘C’**

### **UNDERTAKING**

To:

The General Manager (Corporate Materials),  
M/s. BEML LTD  
Bangalore-27

Dear Sir,

Having examined the Bid # **6300038853** dated 28/05/2024 the receipt of which is hereby duly acknowledged, we, the undersigned, hereby confirming that we read, understood and accepting all the terms & conditions available in the tender. Further, we indicate that upon selection, we will execute the assignment as per the tender terms and conditions.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

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**TENDER No: 6300038853**

**Date: 28/05/2024**

**Annexure-‘D’**

**Special Conditions arising out of implementation of GST**  
**(Which is to be signed and submitted along with the offer)**  
**Tax Indemnity clause**

1. The supplier of Goods / Services shall comply with all the procedural requirements and relevant provisions under GST Law so as to enable BEML Limited (BEML) to avail Input Tax Credit (ITC) in a timely manner. BEML has the right to recover tax loss along with consequential interest and penalty suffered by BEML due to any non-compliance of tax laws by the supplier. Any GST liability arising on the supplier on account of loss of GST credits for reasons such as failure of the supplier to provide the details for raising invoice with necessary particulars, delay in payment of consideration beyond stipulated time period and the interest thereon would be on the suppliers themselves and BEML shall not be liable to compensate the same.
2. The supplier shall ensure that the Taxes which have been collected / with-held on behalf of BEML have been duly paid / will be paid to the Government account within the due dates specified under various Tax Laws in India and Rules made there under. It may please be noted that if BEML is not able to avail any tax credit due to any short coming on the part of the supplier (which otherwise should have been available to BEML in the normal course), then the supplier at his own cost and effort will get the short coming rectified. If for any reason the same is not possible, then the supplier will make ‘good’ the loss suffered by BEML due to the tax credit it lost in that transaction.
3. Under the GST Law, any economic or tax benefit arising out of the implementation of GST is mandatory and required to be passed on to BEML by the supplier. Similarly, the benefits enjoyed by the supplier and other players in the supply chain are also required to be passed on to the supplier by them, which in turn shall be passed on to BEML by way of price reductions. The suppliers shall indemnify BEML against any direct or indirect loss arising out of not passing on the aforesaid benefits. As responsible suppliers of BEML, the responsibility to pass on the above benefits vests with the supplier and BEML reserve the right to seek the manner in which such benefits is passed on to BEML.
4. Any amount paid to the suppliers including job-workers / sub-contractors shall be first attributable to the GST Tax charged in the invoice and the balance shall be considered towards the ‘value’ of supply of goods / services.
5. Timely provision of invoices / Debit Note / Credit Note: The supplier has to timely provide invoice / Debit Note / Credit Note to enable BEML to claim tax benefit on or before stipulated time period as per GST Law. All necessary adjustment entries (Credit

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Note, Purchase Returns, Debit Notes) shall be made before September of the succeeding Financial Year.

6. HSN for goods shall be specifically included to avoid disagreement on classification at a later stage.
  7. BEML shall identify the Place of supply to enable to avail the GST credit at right location.
  8. Advance payment if any made before supply of goods/services or raising of invoices, would attract GST. In case of receipt of advance, the supplier undertakes to raise the necessary statutory document. Further the supplier declares to raise the prescribed documentation governing the movement of goods.
  9. Any known discount shall form part of terms of the agreement to enable Supplier / BEML to claim tax adjustment.
  10. THREE copies of the invoices are mandatory and need to be provided by the suppliers and wherever the law requires, **an Electronic Reference Number for each invoice should be provided**. Further, the invoices for supplies shall clearly bear the GSTIN No. / UID No. along with purchase order number and date accompanied by despatch advice and date of packing list.
  11. Wherever applicable, BEML has the right to deduct "Tax deducted at source" at the rate prescribed under the GST law and remit the same to the Government of India.
  12. Any local levies and or other charges levied by any Central / State / Local authorities wherever applicable shall be extra and supplier shall be liable to discharge the same.
  13. The supplier shall be responsible to issue documents required for movement of goods and the logistic partner shall not be liable for any loss arising due to confiscation of goods by government agencies on account of lack of proper documents, deficiencies in documentation or any wrong declaration.
  14. Any Liability arising out of dispute on the tax structure, computation and payment to the Government will be to the Supplier's account.
  15. Where the supply of goods / services are liable to GST under reverse charge mechanism, then the supplier should clearly mention the category under which it has been registered and also that "the liability of payment of GST is on the Recipient of Service".
  16. The invoice should be clearly specified with any abatement, if any claimed or otherwise from the Taxable Value, while calculating the GST.
  17. The Bid evaluation criteria will include but not limited to 'GST Compliance rating' when introduced and operational by GSTN. The Purchase Order shall be void, if at any point of
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time the supplier is found to be a blacklisted dealer as per GSTN rating system and further no payment shall be entertained.

**Place:**

**Date:**

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

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**TENDER No: 6300038853**

**Date: 28/05/2024**

**Annexure- 'E'**

### Specification

Size: 21 cms X 28 cms (after trimming)

(i) 300 copies (English)

Pages	Colour	Paper
56 inside pages	Black & White	100 gsm Maplitho paper
4 Cover pages	Multi-colour printing / photos	170 gsm art paper with glossy lamination
4 Inner pages	Multi-colour printing / photos	170 gsm glossy art paper

(ii) 75 copies (Hindi)

Pages	Colour	Paper
56 inside pages	Black & White	100 gsm Maplitho paper
4 Cover pages	Multi-colour printing / photos	170 gsm art paper with glossy lamination
4 Inner pages	Multi-colour printing / photos	170 gsm glossy art paper

### Additions / reduction:

Any addition or reduction in number of pages or number of copies of annual reports will be on pro-rata basis only.

### Finishing:

Annual Report should be neatly finished and in perfect binding form.

### Photo settings:

Both English & Hindi, matter and photo-settings should be supplied by the printer, as per layout including design. Minimum four proofs should be supplied for corrections and printing to be done using film positives only.

**Note:** You may please liaise with, Ph: Shri Masila Mani 9448450611 for further details / clarifications for Annual Reports only.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_